

**TOWN OF COLMAR MANOR  
WORK SESSION  
WEDNESDAY, OCTOBER 1, 2013  
7:00 P.M.**

**CALL TO ORDER:**

Mayor Michael E. Hale called for a motion to bring the Work Session to order at 7:10 p.m.

**Motion** made my Council Member Blue to call the Work Session to order. Seconded by Council Member Jackson.

**PRESENT AT THIS MEETING:**

Michael E. Hale,	Mayor
Lois Ann Blue,	Council Member – Ward 1
Cynthia Bowden,	Council Member – Ward 2
Vivian Jackson,	Council Member – Ward 3
Doreatha Epps,	Council Member – Ward 4
John Barr,	Town Attorney
Daniel Baden,	Clerk-Treasurer
Brian Gibson,	Chief of Police
Tracy Stone,	Media Coordinator

**SOCIAL MEDIA- FACEBOOK – TOWN HALL**

Council Member Jackson stated that she would like for the town to join Facebook. She stated that Kayla Cooper, the town's Secretary is familiar with the Facebook setup. It will be used to post events and advertise the rental of the multi-purpose room for different activities. No email address for response will be given.

A discussion was held on the pros and cons of Facebook for the town and the amount of time an employee would have to invest in properly maintaining it.

Council Member Jackson to research other towns that currently have Facebook and how they discourage unwanted postings. She will report her findings at the next Worksession.

**MULTIPURPOSE ROOM ADVERTISEMENT 2014**

Council Member Jackson stated that she would like to print out advertisement cards for the multipurpose room with pictures and prices listed. The cards would be distributed to towns in Prince George's County and at meetings. Cost of 5,000 cards would be approximate \$450 per Tracy Stone. John Barr, Town Attorney suggested placing an advertisement in the Value Pack.

## **M-NCPPC ENTRANCE – NEWTON STREET**

Council Member Epps stated that Chris Robinson is the Acting Director for the Northern Area for M-NCPPC replacing Joe O’Neill.

Ms. Epps is trying to set up a meeting with him and Mayor and Council to build a relationship with him and also discuss the entrance to the walking trail on Newton Street by the dyke.

The meeting will be coordinated through the Administration Office.

## **RAIN GARDEN 40<sup>TH</sup> & NEWARK ROAD**

Council Member Jackson stated that the Garden Club would like to maintain the Rain Garden on Newark Road. They will need a copy of the plan and the types of plants that are in the garden.

Consensus to have Garden Club to maintain Rain Garden.

## **UPKEEP KIOSK (BULLETIN BOARD) NEWARK ROAD**

Council Member Jackson stated that she would like a student to maintain Kiosk (Bulletin Board) and to keep the updates current. Student will receive Community Service hours.

Dan Baden said he did not like the idea of the volunteer and felt the Bulletin Board should be the responsibility of the staff. The student would have to coordinate with the staff to update the board.

The student has not been approached about maintaining the board.

Dan said an electronic board would cost \$37,000 plus Wi-Fi costs and could be updated from the office on a daily basis.

Council Member Jackson to research the student helper.

## **SPEED BUMPS**

Council Member Epps questioned the status of speed bumps. She said that she had received several complaints from residents in Ward 4 regarding speeding.

Councilmembers Blue and Bowden have also experienced motorists speeding through the town in their Wards.

Mayor and Council discussed options to reduce speeding including rumble strips, and cameras on stop signs. Mr. Barr discussed the legal issues of speed cameras and possibilities of portable speed cameras. Mr. Barr asked if the Town’s provider would

give us a sample camera.

Dan Baden asked if the tickets issued would cover the cost of the camera. Vandalism of the cameras is also an issue of concern.

Chief Brian Gibson to research speed camera options.

### **PART-TIME HELP POSITION**

Council Member Epps questioned the hiring of the part-time Recreation position. Dan Baden reported that he has received several applications for the position but wanted to confirm that the Council still wanted to move forward. A female is preferred for the position.

Dan Baden, Clerk-Treasurer is to proceed with the hiring of a part-time position.

### **HIRING**

Council Member Epps questioned the income from the refinancing of the Community Center and if it could be used to pay for a part-time position. Dan Baden explained that the town was currently working in a deficit and the income as a result of the refinancing would reduce this amount.

Council Member Epps withdrew her question regarding hiring.

### **FOLDING CHAIRS – OUTREACH ROOM**

The chairs currently used in the Outreach Room have become stained because of constant usage by the Seniors Club, child use during the summer months, etc. Mike Goroum has investigated having the chairs cleaned by Stanley Steemer. He was given a cost of about \$500 to clean all of the chairs.

Council Member Blue discussed ordering folding chairs to prevent damage of the cushion chairs.

Dan Baden said he thought the Seniors should have comfortable chairs to sit in and that we do not have storage space for folding chairs. Maintenance of the chairs should be included in the budget.

Mike Goroum is to obtain two more estimates for stain cleaning of chairs. Mayor and Council agree having the chairs cleaned at the lowest price at the discretion and approval of the Clerk-Treasurer

### **DISBURSEMENT FUNDS – HARVEST FEST PARTY**

Council Member Blue asked that a check in the amount of \$300 to be disbursed for the

town Harvest Fest Party for the candy, prizes and decorations. The check is to be made payable to Council Member Blue.

Mr. Cutshaw has donated all of his late wife's Halloween decorations to the town. There will be a need to purchase bins for these items to be stored in the Recreation Department.

### **COUNCILMEMBER BLUE'S PHONE**

Mayor Michael E. Hale stated that Council Member Blue would like to upgrade her cell phone to include a data plan at an additional cost of \$360 per year. She will continue to pay the monthly amount of \$30 she is currently paying for the phone. Her new payment will be \$70 per month.

This agreement will be established on the premise that Council Member Blue serves as the Mayor Pro Tem and she will be responsible for returning the phone if she was to relinquish her Council position.

Mayor Michael E. Hale called for a motion to upgrade Council Member Blue's cell phone.

**Motion** made by Council Member Jackson that Council Member Blue acting as Mayor Pro-Tem shall be able to upgrade her cell with a data plan and have the town cover one half of the cost of the phone which includes additional charges. The phone is to stay with the Town in the event that she vacates her Council seat and the other Council Members will not be eligible for a phone. Seconded by Council Member Bowden. Motion approved with a vote of 4-1-0. Council Member Blue abstained.

### **EMPLOYEE EVALUATIONS**

Daniel Baden, Clerk-Treasurer stated that all employee evaluations have been completed and are ready for review. He requested that the Mayor and Council approve the increases that were budgeted for this year at a rate of 3%. The majority of the employees are on the town's payscale. He asked that the increases be made retro-active to July 1<sup>st</sup>.

**Motion** made by Councilmember Jackson to convene to a closed session to discuss personnel issues. Seconded by Council Member Epps. The motion was passed with a vote of 5-0.

**Motion** made by Council Member Blue to return to open session. Seconded by Council Member Jackson. The motion was passed with a vote of 5-0.

Mayor Michael E. Hale called for a motion to approve the salary increases.

**Motion** made by Council Member Jackson to approve increases retroactive to 7/1/2013 in accordance with FY 2014 projected salary budget. Seconded by Council Member Blue. Motion was passed with a vote of 5-0.

## **COMP TIME – JUDY MYERS**

Item discussed in a closed session.

Mayor Michael E. Hale called for a motion to approve the Comp Time.

**Motion** made by Council Member Jackson to pay Judy Myers for 80 hour Comp Time earned. Seconded by Council Member Bowden. Motion was passed with a vote of 5-0.

## **HIRE TOWN ATTORNER**

Mayor Michael E. Hale called for a motion to hire John Barr, Town Attorney as an employee.

**Motion** made by Council Member Blue to hire John Barr, Town Attorney as employee effective 9/30/12 with a work of 30 hours or more at his current compensation. Seconded by Council Member Bowden. Motion passed with a vote of 5-0.

**Motion** made by Council Member Blue to transfer \$6,000 from Unreserved Funds to Health Insurance. Seconded by Council Member Jackson. Motion was passed with a vote of 5-0.

## **AJOURNMENT**

Mayor Michael E. Hale called for a motion.

**Motion** made by Council Member Blue to adjourn Work Session at 8:40 p.m.